

**Notice No.:** 99-005

**Date:** August 13, 1999

**Applies to:** Future SERS Employers

**Subject:** Member Address Update

## **Background**

The Department of Retirement Systems (DRS) is preparing for implementation of the School Employees' Retirement System (SERS), which becomes effective September 1, 2000. As part of this preparation, DRS is verifying that the addresses the agency has on file for members of the Public Employees' Retirement System (PERS) Plan 2 are up to date and accurate. These addresses are critical because DRS will mail materials explaining SERS directly to the home addresses of potential SERS members. The first publication is a newsletter scheduled for mailing at the end of August 1999.

## **Employer Responsibility**

Employers provide a key link in the communication process because they provide mailing addresses for their PERS Plan 2 members. To ensure the accuracy of the addresses, it is essential that employers verify they are reporting current mailing addresses for their PERS Plan 2 members and make any necessary updates through the monthly transmittal process. DRS will use the member addresses currently on file to send the August newsletter; however, the agency must receive any address corrections on the August/September 1999 transmittal report to ensure the accuracy of future mailings.

## **Reporting Procedure**

Typically, employers update employee information (e.g., mailing address) in their payroll system, and this information is included on the next transmittal report. When reporting a new employee to DRS for the first time, employers should provide the following information:

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- Mailing address;
  - Birth date;
  - Gender code;
  - Employee name; and
  - Social Security Number.

Address information should be reported each time a member's mailing address changes. The *DRS Employer Handbook* recommends that employers report all members the same way, regardless of the system or plan. Refer to pages 8-13 through 8-17 of the Employer Handbook for more information.

## **SERS Information For Employers**

DRS will distribute to employers copies of all SERS information sent directly to PERS Plan 2 members. This will be done to ensure employers are aware of all SERS member-related information. In addition, DRS will initiate a complete communications and training program for employers. You can expect to see information regarding SERS communication and education programs in upcoming DRS Notices and other publications.

## **Questions?**

If you have questions regarding the information in this notice, please contact Dave Nelsen, Employer Support Services Manager at (360) 664-7163, or call our toll free line, 1-800-547-6657.

This Notice can be accessed on the DRS Web site at  
**<http://www.wa.gov/DRS/employer/drsn/index.htm>**

John F. Charles  
Director

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## 1999 DRS Notices

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or  
access on the DRS Web site at <http://www.wa.gov/DRS/employer>.

| <b>Notice<br/>No.</b> | <b>Applies to/<br/>Subject Matter</b>  |
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| 99-001                | <b>PERS, LEOFF, WSPRS and JRS Employers</b><br>Members' Annual Statements and Sequencing Information |
| 99-002                | <b>All Employers</b><br>DRS is Moving to a New Location in January                                   |
| 99-003                | <b>All Employers</b><br>Contribution Rate Changes  |
| 99-004                | <b>All Employers</b><br>Summary of Legislation   |
| 99-005                | <b>Future SERS Employers</b><br>Member Address Update  |